# **ADVANCE CTE EXCELLENCE IN ACTION AWARD**

**PROGRAM SUMMARY**

Advance CTE is pleased to announce a call for applications for the fourth annual Excellence in Action awards, through which we recognize and honor superior Career Technical Education (CTE) programs of study from across the nation.   
  
**CRITERIA FOR JUDGING**

Selected programs will exemplify excellence in:

* Implementing Career Cluster®-based programs of study;
* Maintaining effective employer and business partnerships;
* Demonstrating alignment to rigorous and relevant college- and career-ready expectations;
* Demonstrating a clear progression of knowledge and skills and student transitions across secondary and postsecondary systems;
* Integrating successful career guidance and advisement;
* Integrating high-quality work-based learning experiences;
* Highlighting alignment to workforce and employer needs in the community; and
* Providing concrete data on the program of study’s impact on student achievement and success at both the secondary and postsecondary levels.

**ELIGIBILITY**

* This award is open to any secondary or postsecondary schools or colleges in the United States. Your school or institution may submit one application per [Career Cluster](http://careertech.org/career-clusters);
* The program of study must have at least one full graduating class; and
* Applications that do not include data to support positive impact on student achievement will not be eligible for consideration.

**AWARD SUBMISSION REQUIREMENTS**

Complete applications will contain the following:

* A completed application including supplemental materials by the application deadline of **December 14, 2016, 5 p.m. ET**;
* At least one letter of support from an employer or business partner supporting the program of study; and
* At least one additional letter of support from a partner (education, community or business) of your choosing.
* *Optional:* Supplemental materials including photos, videos, news articles, etc., are welcome but not required.

The application must be submitted using [this form](https://careertech.org/civicrm/profile/create?gid=22&reset=1). The application must be submitted in a Microsoft Word format. Supplemental materials, including the letters of recommendation, must be combined and submitted as **one** PDF document.

*Please note:*

* Submissions should **not** include any individual student data that includes names or otherwise identifiable information.
* The application does not have a page limit, however, many questions do have a word limit. Please do not submit responses that go beyond this limit. Also, submissions that do not contain all the required materials (a completed application, two letters of support and supplemental materials in the correct formats) will not be advanced for consideration.

**WINNERS WILL RECEIVE**

* A banner to hang in their school or institution;
* A digital banner to use in email and print materials as they so choose; and
* Travel and one hotel room for one night in Washington, DC for a representative to be recognized at an awards ceremony to be held the week of May 2 – 4, 2017.

**WINNERS WILL ALSO BE FEATURED IN**

* A national press release, which will be distributed to national media.
* A standalone one-pager, used as part of Advance CTE’s federal advocacy toolkit.
* A standalone blog on the [Learning that Works blog](http://blog.careertech.org/).
* The Advance CTE [website](http://www.careertech.org).
* Many past winners have been featured in national conferences, on webinars and in the media.

**HOW TO APPLY**

* Fill out the following application.
* Once you have finished, complete [this form](https://careertech.org/civicrm/profile/create?gid=22&reset=1) and upload the following:
* Your full application saved as a Word document (.doc or .doxc)
* All of your supplemental documents or evidence consolidated as one PDF document.

# **BACKGROUND INFORMATION**

1. Program of study name:
2. Point of Contact  
    Name:

Email Address:

Phone Number:   
Address:

1. Applicant’s School/College:
2. State: Choose an item.
3. Type of institution (click the box to check)

Area technical center

Career academy

Comprehensive high school

Community college

Technical college

Other (please specify)

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1. Career Cluster in which your program of study should be considered (Follow this link for a further explanation of each Career Cluster [careertech.org/career-clusters](http://careertech.org/career-clusters)) **(Select only ONE):**

Agriculture, Food & Natural Resources Career Cluster

Architecture & Construction Career Cluster

Arts, A/V Technology & Communications Career Cluster

Business Management & Administration Career Cluster

Education & Training Career Cluster

Finance Career Cluster

Government & Public Administration Career Cluster

Health Sciences Career Cluster

Hospitality & Tourism Career Cluster

Human Services Career Cluster

Information Technology Career Cluster

Law, Public Safety, Corrections & Security Career Cluster

Manufacturing Career Cluster

Marketing Career Cluster

Science, Technology, Engineering & Mathematics Career Cluster

Transportation, Distribution & Logistics Career Cluster

1. In three sentences or less, describe your program of study, including the secondary and postsecondary components and how long the program of study has been in place.

1. Please check the geographical and demographic setting for your program of study and describe the geographic and economic conditions of the region served by the school.

Urban

Suburban

Rural

Other

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# **STUDENT POPULATION & DATA**

1. Please describe your program of study’s demographic and outcome data for the most recent academic year(s). It is our strong preference to have data from both secondary and postsecondary levels. If this is not available, please provide an explanation as to why the data from the other learner level is not available. Applications that do not include data to support positive impact on student achievement will not be eligible for consideration.

**NOTE**: Please specify if and when you are using a percentage with a different denominator (e.g., seniors) than the one listed.

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| --- | --- | --- | --- |
| SCHOOL YEAR | 2013-14 | 2014-15 | 2015-16 |
| **SECONDARY-LEVEL DATA** | | | |
| Total number of students served by your program of study |  |  |  |
| % male students | % | % | % |
| % female students | % | % | % |
| % minority students | % | % | % |
| % low-income students | % | % | % |
| % students with disabilities | % | % | % |
| % English language learners | % | % | % |
| Other relevant *demographic* data |  |  |  |
| % of students who earned postsecondary credit (dual enrollment, AP, etc.) | % | % | % |
| % of students who earned an industry-recognized credential | % | % | % |
| % of students who participated in work-based learning | % | % | % |
| % of seniors who graduated high school | % | % | % |
| % of graduates who enrolled in postsecondary education | % | % | % |
| % of graduates who entered the workplace and/or military | % | % | % |
| **POSTSECONDARY-LEVEL DATA** | | | |
| Total number of students served |  |  |  |
| % male students | % | % | % |
| % female students | % | % | % |
| % minority students | % | % | % |
| % low-income students | % | % | % |
| % students with disabilities | % | % | % |
| % English language learners | % | % | % |
| Other relevant *demographic* data |  |  |  |
| % of students who completed postsecondary/earned a degree or certificate | % | % | % |
| % of students who earned an industry-recognized credential | % | % | % |
| % of graduates who entered the workplace and/or military | % | % | % |

1. List your links to or evidence of the above data.
2. What activities does your school or institution do to recruit students into the program of study? Please provide examples. (150 word limit)
3. How does your school or institution ensure equitable access and outcomes for students with diverse backgrounds? (150 word limit)
4. Is your program of study associated with a Career Technical Student Organization (CTSO)? If so, which one(s) and in what way(s)? (Check the [approved list](http://www.ctsos.org/ctsos/) of CTSOs) (100 word limit)

1. Describe how career guidance/advisement is integrated into your program of study to support students’ completion of the program of study and entry into additional education/training and/or a successful career. (200 word limit)

# **COLLEGE- AND CAREER-READY STANDARDS/EXPECTATIONS**

1. Please describe how your program of study was developed and how it ensures students are academically and technically prepared for postsecondary education and careers. How were employers involved in the development and/or maintenance of your program of study? How does this program of study meet the economic needs of your community? How were both secondary and postsecondary educators involved in the development and/or maintenance of the program of study? (400 word limit)

1. Which technical, academic and/or employability skill standards does your program of study incorporate at the secondary and/or postsecondary level and how? (Please list the standards you use and be specific regarding how your program uses industry, national, state and/or locally-developed standards) (250 word limit)

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| **Standard Types** | Please list the standards your program of study uses and how it uses them below: |
| Academic Standards |  |
| Career Cluster or Technical Standards |  |
| Employability Standards |  |
| Other |  |

# **SEQUENCE OF COURSES & CREDIT TRANSFER**

1. Please describe your program of study’s course sequence by grade level, including the relevant or required academic and technical courses, as well as other required activities. Make sure to highlight the course sequence that bridges secondary and postsecondary education, and explain how your program of study ensures students gain the broader Career Cluster-level knowledge/skills and, over time, gain the more specific occupation-level knowledge/skills as they progress through the program of study. You can also include graphics or [plans of study](http://careertech.org/sites/default/files/PlanStudy-CareerCluster-AG_0.pdf) of the course sequence in lieu of writing the answer in this section.

1. Describe how your program of study provides opportunities for or requires students to earn, articulate and/or transcript dual enrollment credit across K-12 and postsecondary, including opportunities such as AP/IB, dual and concurrent enrollment, capstone experiences or transcripted credit articulation agreements. (250 word limit)
2. Please provide more detail on at least three *education institutions and groups* partnerships your program of study has, and how these partnerships have been built, maintained and sustained over time. Use this space to specifically address the secondary and postsecondary partners that contribute to and maintain this program of study.

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| Education Partnership Name | What role does this partner have in directly supporting your program of study? | How many years has this partnership been active, and how was this partnership developed? |
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# **ALIGNMENT WITH INDUSTRY AND BUSINESS NEEDS**

1. Please describe how your program of study is aligned with the needs of the workforce and industry in your community. Make sure to include information on how the program of study helps meet workforce demand identified by business and industry. (250 word limit)

1. Are all students in the program of study required to participate in a work-based learning opportunity? YES or NO.
2. Please describe the work-based learning opportunities available to students who participate in this program of study. (250 word limit)

1. Please list the industry-based credentials/certifications/licenses offered to, required of and/or earned by the program of study’s students. If your program of study does not include industry-based credentials/certifications, please explain why. (200 word limit)

1. Please describe how your ensure the educators teaching this program of study keep up-to-date on advancements in the workplace, such as externships. (100 word limit

1. Please provide more detail on at least three *business, industry and/or labor* partnerships your program of study has, and how these partnerships have been built, maintained and sustained over time.

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| Business/Industry Name | What role does this partner have in directly supporting your program of study? | How many years has this partnership been active, and how was this partnership developed? |
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1. Please feel free to use the space below to share any other information or evidence of success of your program of study and the students who participate. (Optional)

1. If applicable, please provide more detail on any partnerships your program of study has that have not been mentioned already. This includes community groups, non-profits, volunteer organizations, etc. Describe how these partnerships have been built, maintained and sustained over time. (Optional)

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| --- | --- | --- |
| Additional Partnerships | What role does this partner have in directly supporting your program of study? | How many years has this partnership been active, and how was this partnership developed? |
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# **SUBMIT YOUR APPLICATION**

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* Fill out the following application.
* Once you have finished, complete [this form](https://careertech.org/civicrm/profile/create?gid=22&reset=1) and upload the following:
* Your full application saved as a Word document (.doc or .doxc)
* All of your supplemental documents or evidence consolidated as one PDF document.

**THANK YOU!**

Thank you for completing this application! The selection committee will convene in January 2017 to review the applications and make final decisions, and we’ll be in touch by February 15, 2017. The programs of study will be evaluated based on their effective leveraging of partnerships, alignment to rigorous and relevant college- and career-ready expectations, clear progression of knowledge and skills across secondary and postsecondary systems, integration of successful career guidance/advisement, and key indicators of student success.

Don’t forget to use the Excellence in Action award submission checklist to make sure you’ve completed your application in its entirety.

We look forward to learning more about your program!

For questions, concerns or to submit additional materials and evidence, please contact [awards@careertech.org](mailto:awards@careertech.org).